

MINIMAL AWARDS

16 OCTOBER 1975

JECT: (Optional)

FROM: EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE 5-E-54, HEADQUARTERS		EXTENSION  7394	NO. SA-33
			DATE 15 October 1975
TO: (Officer designation, room number, and building)	DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. DC/BSD 5E 69 Hqs.	15 Oct 75	100B	<p>Recommend approval.</p> <p>Mr. Janney:</p> <p>Employee is resigning effective 24 October 1975 and is leaving on 28 October for [REDACTED] where her husband (not a U.S. Government employee) will work. NE Division reports there is no staff or contract employment available in [REDACTED] in the foreseeable future. They will notify the station of her presence in the area.</p> <p>This would seem to be a strong case for QSI consideration, except that the employee is leaving.</p> <p>SPS is convinced that a Special Achievement Award at the level of \$300 for her outstanding performance, especially during the last eight months, would be appropriate recognition. I concur.</p> <p>[REDACTED]</p>
2. C/BSD 5E 59 Hqs.	10/15	25	
3. DD/Pers/SP 5E 69 Hqs.	15 Oct	NY	
4. DD/Personnel 5E 58 Hqs.	16 OCT 1975	16	
5. Director of Personnel 5E 58 Hqs.		16	
6.			
7.			
8.			
9. EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE	10/16/75	224	
10. 5-E-54, HEADQUARTERS	10/17/75	fw.	
11.			
12.			
13.			
14.			

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USE ONLY☒ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

[REDACTED] - Recommendation for Special Achievement Award

FROM:

C/SPS

EXTENSION

5131

NO.

SPS-0541/75

DATE

SA-33

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/AS/DDS&T  
6E45 Headquarters

10-9-75

[Signature]

2. EXO

9/10/75

[Signature]

3. DDS&amp;T

9/10

[Signature]

4. Chr., Suggestion & Achievement  
Awards Committee

10/10/75

[Signature]

5.

7.

25X1A

8.

25X1A

9.

C/AO/SPS  
DDS&T

10.

11.

12.

13.

14.

15.

It should be noted that Ms. [REDACTED] has announced intention to resign from the Agency if her service cannot be used by the Agency in either a Staff or Contract capacity in [REDACTED] the country to which her husband is being assigned. She is very interested in a career in the Agency and has indicated that she will return for continued employment with the Agency as soon as it is feasible for her to do so following the return of her husband from overseas duty. (SPS sincerely hopes that she will be offered employment following arrival in [REDACTED] if conditions allow such consideration.)

DDS&T has contacted NE Division - there is no staff or contract employment available in foreseeable future but Division will advise field of her presence in area. Husband is not a U.S. Govt employee.

DO NOT REUSE PREVIOUS

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CLASSIFIED BY 010360

SPS-0543/75

06 OCT 1975

PERS

75-2422

MEMORANDUM FOR: Chairman, Suggestion and Achievement Awards  
Committee

THROUGH : Deputy Director for Science and Technology

SUBJECT : [REDACTED] - Recommendation for Special  
Achievement Award

25X1A

1. [REDACTED] performance for the past 37 months consistently has been evaluated as outstanding. During the last eight months of this time period, she served as secretary in the Commercial Operations Division.

25X1A

2. Immediately upon joining this Division, a critical chain of events developed involving an important intelligence operation. These events required that [REDACTED] work very long hours, often late into the night and on many weekends. Despite the new environment with different procedures, tasks, personalities and terminology, [REDACTED] demonstrated a quick grasp of details and adapted to the emergency in a most professional and commendable manner. She was highly effective in applying the secretarial skills required to produce comprehensive reports being forwarded to senior Government officials. Furthermore, her morale, dedication and enthusiasm to share the workload never wavered in the face of stringent physical and mental stress conditions and long, fatiguing hours beyond the normal work week.

25X1A

25X1A

3. In recognition of [REDACTED] unique and outstanding contribution to this effort of the highest national significance and

25X1A

SUBJECT TO EXECUTIVE ORDER 11652, AUTOMATICALLY DOWNGRADED AT  
TWO YEAR INTERVALS AND DECLASSIFIED ON

October 1981

(Insert date or event)

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**CONFIDENTIAL**

SUBJECT: [REDACTED] - Recommendation for Special  
Achievement Award

25X1A

sensitivity, it is recommended that she be granted a Special Achievement Award of \$300 in recognition of outstanding performance in a code-word program of extreme sensitivity.

[REDACTED]  
Chief, Special Projects Staff  
DDS&T

25X1A

CONCURRENCE:

25X1A

*fr*  
[REDACTED]  
Deputy Director for Science and Technology

*9 Oct 75*  
Date

APPROVED:

25X1A

[REDACTED]  
Chairman, Suggestion and Achievement Awards Committee

*16 Oct 75*  
Date

**CONFIDENTIAL**

**25X1A**

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